



## INVITATION TO BIDDERS

The City of Gatlinburg is accepting sealed bids for the Purchase and Installation of a new Heating and Air Conditioning system and related improvements for Suite 1 of the Shilling Center Office Building on 405 Reagan Drive.

Bids will be received at City Hall until 2:30 PM, November 1, 2012 at which time they will be publicly opened and read aloud. No bid may be withdrawn for thirty (30) days.

Bids shall be sealed in an opaque envelope with the bidder's name, address, the bid opening time and date and the quotation "**Bid on Shilling Center HVAC**" stated plainly on the outside. Only sealed bids will be accepted; faxed, email, or unsealed bids will not be considered.

All bidders shall make an appointment with Dale Phelps of the Utilities Department (865-436-4681) to view work site and/or discuss project prior to submitting bid. Any technical questions regarding project should be directed to him.

Address bids and/or inquiries to Robert L. Holt, Treasurer, Gatlinburg City Hall, 1230 East Parkway, P.O. Box 5, Gatlinburg, TN 37738, telephone number (865) 436-1404; email is **roberth@gatlinburgtn.gov**. See Robert Holt to get bid specifications or download off the City of Gatlinburg website at **www.gatlinburgtn.gov** under the "Out for Bid" tab. Bid results will also be placed on the website under "Bid Results" as soon as possible after bid opening.

The City reserves the right to qualify bidders, to waive any informalities, to reject any and/or all bids, and to accept the bid deemed most favorable and in the best interest of the City.

The bid is open to all vendors who can complete the project, regardless of whether they are listed on bidders list.

## **GENERAL PROVISIONS**

Please read ALL of these provisions carefully as not complying with applicable provisions may disqualify bids/proposals from being considered.

Prices quoted shall not include Federal or State taxes, if any are applicable. The successful bidder shall furnish tax exemption forms, if required, with their invoices.

The prices quoted are that for which the materials or services will be delivered F.O.B. Gatlinburg, Tennessee.

Any additions, deletions, or variations from the following specifications must be noted.

Inspection of the materials or equipment will be made by an agent of the City of Gatlinburg, and if found defective or fails in any way to meet the terms of this agreement, it will be rejected. Rejected materials or equipment will be replaced at the expense of the bidder.

All technical specifications must accompany bid.

The City of Gatlinburg reserves the right to extend this agreement for one (1) additional year after the completion of the first year agreement and to purchase additional units or services under the same terms and conditions for a period of one (1) year if mutually agreeable to City and vendor.

The City of Gatlinburg reserves the right to defer payment for thirty (30) days after delivery. The City of Gatlinburg also reserves the right to reject any and/or all bids.

The bidder agrees to indemnify the City of Gatlinburg from any and all liability; loss or damage the City may suffer as a result of claims, demands, costs, or judgments against it arising from any and all work under this agreement.

The bidder agrees to notify the City, in writing, within thirty (30) days, by registered mail, at the City's address as stated in this agreement, of any claim against the bidder on the obligations indemnified against.

Please note that vendor is required to have all licenses and insurance that is appropriate for project (if any). This is solely the responsibility of the bidder and non-compliance may result in being disqualified from consideration.

Certain projects with a total cost of \$25,000 or more required a TN Contractors license. This License #, Classification and Expiration date MUST be listed on the bid envelope. Bidder cannot use license of another to bid on any City of Gatlinburg project.

It is the policy of the City of Gatlinburg not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities. With regard to all aspects of this contract, contractor certifies and warrants it will comply with this policy.

## **SPECIFICATIONS**

HVAC System Replacement and Related Work  
405 Reagan Dr – Suite 1  
Gatlinburg TN

This work described is for HVAC system improvements to the existing office space that is approximately 2,100 square feet. This space is currently not occupied so the described work can be done during regular business hours.

1. Remove, dispose, and replace existing 5 ton gas split air conditioning/heat system providing air to main area with a new Trane/American Standard Dual Fuel System. 13 Seer minimum 230/1-outdoor stat should be used and set at cutoff 35 degrees. Includes all necessary reconnection of ductwork, natural gas, thermostat and electrical connections.
2. Replace refrigerant line set to new unit using least distance path through attic.
3. Provide new electrical disconnect at new condensing unit - weatherproof existing wiring with liquid tight conduit.
4. Replace gas flue piping with "B" Vent piping and replace stack on roof with minimum required clearance.
5. Replace thermostat with a Honeywell Vispro 8000 thermostat with outdoor sensor for outdoor displayed temperature.
6. All ductwork for the system in reference above to be resealed and insulation torn or missing to be replaced and resealed. Cap end of trunk and move last drop back 3 ft. to sustain a pressurized system. A filter slot shall be added at air handler for easy access. Seal over existing filter slot.
7. All flexible ductwork for this referenced system to be replaced with new R-8 flexible duct for each branch run. Balance dampers shall be added to each takeoff. All demo ducts shall be disposed of by contractor.

8. A return duct minimum 8 inches shall be added to the two offices in the rear of the building to help balance the air flow. 10x10 grills to be used.
9. Two bathroom exhaust ducts shall be added to the two small restrooms and properly ducted to the roof exhaust fan on that side of the building.
10. Replace both rooftop exhaust fans with two 300cfm minimum aluminum exhaust fan Greenheck/Cook 120v.
11. Replace all flue stacks for all units on the roof with new boots. Contractor shall properly seal and insure no leaks on these stacks.
12. Replace all line set insulation on all condensing units outside to fascia board with 3/8 minimum insulation.
13. Add disconnects to the 3 condensing units; they shall be type NEMA 3R (weatherproof) with circuit breaker protection. These are not in place at this time. Disconnects can be mounted to unit.
14. Disconnect supply duct from small Goodman unit in attic and hard pipe to register due to alleviate kinking of the flexible existing duct.
15. Clean all existing registers in the space to be occupied.
16. Inspect and check operation of all other systems in building and report any problems to Building Maintenance Supervisor Wayne Large with City Of Gatlinburg.
17. Inspection of the above described work will be performed by the City of Gatlinburg to insure completion and applicable code compliance.

Robert L. Holt, Treasurer  
City of Gatlinburg  
1230 East Parkway Suite 2  
P.O. Box 5  
Gatlinburg, TN 37738

RE: Bid on HVAC Replacement at Gatlinburg Shilling Center Building

We Have Reviewed The Invitation And Specifications And Offer The Following:

\$ \_\_\_\_\_  
Total Cost For HVAC Replacement per Specifications, Delivery & Installation Included

\_\_\_\_\_  
Estimated Days to Complete Project

\_\_\_\_\_  
Make/Model of HVAC Unit

\_\_\_\_\_  
Warranty Period for Parts and Labor

Any Deviations Are Listed Below: Deviations \_\_YES\_\_NO

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed/ \_\_\_\_\_

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Fax

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Email

EACH BIDDER SHALL SUBMIT THIS STATEMENT OF COMPLIANCE WITH THEIR BID.

For Title VI and IX compliance, we ask for voluntary disclosure of the following information:

Gender:     Male\_\_\_\_\_

              Female\_\_\_\_\_

Race:        Caucasian\_\_\_\_\_

              African American\_\_\_\_\_

              Other (please specify)\_\_\_\_\_

## **BIDDERS LIST**

(This bid is open to all qualified bidders)

Knox Bradley Mechanical Contractors  
3511 Overlook Circle  
Knoxville, TN 37909  
865-584-3077 Fax 588-7329  
wrose@knoxbradley.com

Watson Heating & Air  
P.O. Box 245  
Gatlinburg, TN 37738  
865-430-7534  
markw@watsonac.com

Williams Heating and Air  
2742 Old Newport Highway  
Sevierville, TN 37876  
(865) 453-1362 • Fax: (865) 429-3885  
hollis@willtrane.com

George Garcia  
Alpha Mechanical  
714 Winston Dr.  
Seymour, TN 37865  
(865) 242-8776  
George.garcia@aamservice.com

GSM Mechanical  
865-318-0238  
gsmmechanical@att.net

Williams Heating and Air  
2742 Old Newport Highway  
Sevierville, TN 37876  
(865) 453-1362 • Fax: (865) 429-3885  
hollis@willtrane.com